Proof of Claim

These instructions will guide you through the process of filing **a Proof of Claim,** and adding a creditor to a case if one is missing.

STEP 1   Click the **Bankruptcy** hyperlink on the **ECF Main Menu (See figure 1)**
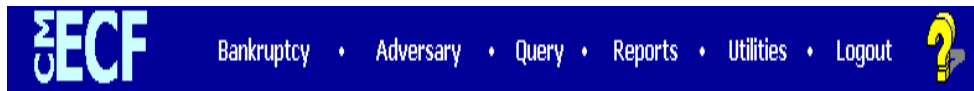

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays.

'   Click **File Claims** from the list of categories.

STEP 3   The **SEARCH FOR CREDITOR** screen displays.

'   Enter the case number, including the hyphen, YY-NNNN.

'   Click **[NEXT]**

STEP 4   The **SELECT A CREDITOR FOR CLAIM** screen displays.

'   Click the – down arrow to scroll through the list of creditors.

'   Click the creditors' name to select it.

'   If creditor's name is not listed, skip to **STEP 8** for instructions on how to add a creditor.

'   Click **[NEXT]**

STEP 5   The **PROOF OF CLAIM INFORMATION** screen displays.

Proof of Claim Information For

Creditor Name
Street Address
City, State, ZIP

Case Number: 1:03-bk-10178	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor ▾
Last Date To File:	Last Date To File(Govt):	Date Filed: 08/08/2003	Late: No ▾	Status: ▾
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Amount Allowed				
				Total (Display Only)
Description:				
Remarks:				

Next   Clear

' 		Fill in the Proof of Claim Information as follows:

- The greyed out areas are automatically filled.
- **Amends Claim #:** If the claim amends one previously filed, enter the claim number.
- **Duplicates Claim #:** If the claim duplicates one previously filed, enter the claim number.
- **Filed By:** Accept the default Creditor.
- **Late:** Accept the default No. The trustee or Debtor in Possession will determine if the claim was filed after the due date.
- **Status:** Always leave blank.

' 		Fill in the Amount Claimed information by category.

' 		**NOTE:** Amounts must be entered without $ signs or commas. Use periods to denote decimals. The amounts in the different categories will be totaled and displayed in the Total (Display) box.

'   Fill in the Description and Remarks boxes with additional comments to describe the claim, if applicable.

'   Click **[NEXT]**

STEP 6   The **PDF ATTACHMENT** screen displays.

'   **NOTE:** Before you attach the claim, it must be converted to a PDF format and stored in a folder on a hard drive or computer network. Supporting documentation to the claim should be imaged with the proof of claim and uploaded as one PDF document.

'   Click on the **[Browse]** to locate the claim on the hard drive or network.

'   Highlight the Proof of Claim PDF file.

'   Click on Open.

'   Click **[NEXT**] if te filename is correct.

STEP 7   The **NOTICE OF ELECTRONIC CLAIMS FILING** screen displays. This will provide the claim number.

'   Print a copy of the screen for your records. This is the verification of hte date and time the claim was filed with the court.

FOLLOW THESE INSTRUCTIONS IF THE CREDITOR IS NOT LISTED IN STEP 4

STEP 8   At the **SELECT A CREDITOR FOR CLAIM** screen.

'   Select [**Add Creditor]**

'   Click **[NEXT]**

STEP 9   The **CREDITOR PROCESSING** screen appears.

'   If the case number is correct, click **[NEXT]**

STEP 10   The **ADD CREDITOR** screen displays.

‘   Enter the creditor's name and address in the following format:

Name: Jane Doe
Address 1   1111 1st Ave SW
Address 2   Seattle, WA 98158

‘   Leave Type at the default Creditor.

‘   Click the Last Entry radio button.

‘   Click **[NEXT]**

STEP 11   The **ADD CREDITORS** screen appears with the total number of creditors entered.

‘   Click **[NEXT]**

STEP 12   The **CREDITORS RECEIPT** screen displays.

‘   Click **[File a Proof of Claim]**

‘   Follow **STEP 4-STEP 7** to file your claim.